QUOTATION

SAMPLE · all names and numbers are examples

From
[Your company name as on the trade licence]
[Address · phone · email]
TRN: [only if VAT registered]

Quotation number: Q-2026-018
Date: 28 Nov 2026
Valid until: 12 Dec 2026

Prepared for
[Client name]
[Company · address]

#	Description	Qty	Unit price AED	Net AED	VAT rate	VAT AED	Total AED
1	Website design and build, 5 pages	1	6,000.00	6,000.00	5%	300.00	6,300.00

Total excl. VAT (AED)	6,000.00
VAT 5% (AED)	300.00
Total incl. VAT (AED)	**6,300.00**

- Not included: hosting, domain, photography.
- Timeline: 3 weeks from the deposit.
- Payment terms: 50% to start, 50% on delivery, by bank transfer. A tax invoice is issued for each payment.
- This is a quotation, not a tax invoice. Prices are shown excluding VAT, plus 5% VAT and the total including VAT.
- Accepted by (name, signature, date): _____

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